

CHECKLIST FOR STUDENTS APPLYING FOR LICENSURE

What can I expect?

There are a few steps to complete to apply for your practitioner license and to schedule your Board exams as soon as possible. Below, a check list is provided to help guide you through the process. Use this to help avoid delays in getting approved for testing and receiving your temporary permit.

Where do I start?

Once you have completed your training you will have an exit interview with school staff. At that time, the school will help you complete the "Practitioner Licensure Application" on the computer. The Board will not accept hand written applications. Print the application when directed on the form. Sign the application in front of a Notary Public. Submit to the Board office the notarized application, \$45 application fee and the appropriate documents as outlined on the application and on the checklist.

****NOTE:** Please be aware that when you sign the application you are signing that you have read and understand the application, and the information you are providing is true and correct.**

How can I get a temporary permit?

If you would like a temporary permit, you will also need to complete a temporary permit application. Read and complete this application in its entirety. It is not necessary to complete the section of the temporary permit application which asks for the name of the establishment where you will be providing services if you are not yet employed. The temporary permit application does not need to be notarized.

How do I submit my licensure and temporary permit applications?

Mail or hand-carry the original application(s) to the Board office at the address on the application. The Board will not accept faxed applications.

Once your application is received, Board staff will make every effort to process it within ten (10) business days. Once your application is complete, you will be provided written notification that you have been approved for testing. If you have submitted a temporary permit application, this notification will be on the back of your temporary permit. Read your notification thoroughly.

How do I pay my fee and schedule for testing?

Upon approval of your application the school should be able to print off your User ID and Password from their school portal to enable you to log in to the testing company website, Ergometrics. Once you have logged in you will be able to pay for and schedule your testing. Please visit the testing company website at the following web address for more information. www.cosmetologykansas.com or call 866-563-3882 - Weekdays 6am - 5pm Pacific Time.

*****NOTE:** If you fail to appear for any exam and you have a temporary permit, it will immediately become "Null and Void" and will not be reissued. ***

Once I've tested when will I learn if I passed and when will I get my license?

Ergometrics will provide you with your exam results. The Board cannot provide you with your scores. Once a week the board will pull an exam report, once the report is pulled, the Board makes every effort to mail within two (2) business days a license to everyone who has passed both exams.

CHECKLIST

- _____ Practitioner licensure application and temporary permit applications completed online. All previously used names have been included in the “Applicant Information” box. (Applications must be typed and practitioner application must be notarized).
- _____ A good, clear copy of a government-issued photo ID with the same name on it that is on the application is attached. (The Board will accept a Driver’s License, State ID or Military ID)
- _____ If any document will be submitted from any office in a name other than the name on the application, a copy of the legal documentation required is attached (ex. Marriage license, Divorce decree, Petition for name change, State ID or DL reflecting the new name).
- _____ High school, GED office or Educational Credential Evaluators, Inc. (ECE) have been contacted and a copy of education documents have been forwarded to the Board office. High school documents can be faxed to the Board at 785-296-3002. ECE documents must come to the Board directly from ECE.
- _____ Documents outlining any training received outside of Kansas have been forwarded to the Board Office by the school or State Board office in the state where the training was completed.
- _____ Application, application fee and the above items have been mailed or hand carried to the Board office at:

Kansas Board of Cosmetology
714 SW Jackson, Suite 100
Topeka Ks 66603
(The Board will accept personal checks, fully completed money orders, or credit cards).

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